



TVCS Board of Director's Meeting Agenda

Date: Wednesday, May 12, 2021, 7 pm

Various Locations- Teleconference Meeting Pursuant to Executive Order N-29-20

Notice of Teleconferenced Meeting

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), members of the Board of Directors may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: Dru Fallon O'Neill, Donna Clavaud, Bill Bonini, John Ward, and Peter MacLaird.

Members of the Public may participate and provide public comments to teleconference meetings as follows:

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information:
<https://us02web.zoom.us/j/83522475185> dial by your location _United States____
Meeting ID: 835 2247 5185

In the event of a Zoom Bombing, the Zoom meeting will be terminated and a new meeting, login credentials below, will be used to continue the District's business. The login credentials will not be made public and only written comments will be allowed for the remainder of the meeting.

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at cynthmarie@sbcglobal.net.

I. Call To Order

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of May 12, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of April 14, 2021 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. Review April 26, 2021 PAC Meeting Minutes
 2. Review PAC Proposed Preliminary Budget for 2021/2022
 3. Approve 2021/2022 Measure A Work Plan Action



- b. Financial Advisory Committee (FAC)
 - 1. Review April 28, 2021 FAC Meeting Minutes
 - 2. Schedule 5 year Strategic Planning Event **Action**

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures **Action**
- b. Financial Manager's Report
- c. Review and Approve Financial Statements **Action**

VIII. General Manager's Report

IX. NSU Report

- a. Review March 2021 reports

X. Pending Business

XI. Other Business

XII. New Business

- a. Review Template for General Manager RFP and Discuss New Scope of Work
- b. Develop RFP for Strategic Planner

XIII. Old Business

XIV. Correspondence

XV. Adjournment

TVCSO MISSION STATEMENT: *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

The agenda and supporting documents can be accessed on the TVCSO website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, April 14, 2021 7 – 9 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President; Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, John Ward

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order:

In Dru Fallon O'Neill called the meeting to order at 7:03 p.m.

II. Open Communication: Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

None

III. Approval of April 14, 2021 TVCS D BOD Agenda

Donna Clavaud motioned to approve the April 14, 2021 TVCS D Board Agenda. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of March 10, 2021 TVCS D BOD Minutes

Bill Bonini motioned to approve the March 10, 2021 TVCS D BOD minutes. John Ward seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. Review Approved March 29, 2021 PAC Work in Progress Session Notes
March 29, 2021 minutes were reviewed. Dru Fallon O'Neill said there wasn't a quorum for the March 29, 2021 PAC meeting, therefore the February 22, 2021 PAC meeting minutes were not approved.

Dru Fallon O'Neill said the water tower in the Park was beyond repair based on David Judd's assessment and demolition is recommended. Jose Ortiz said David Judd's assessment acknowledges the condition of

the water tower and recommends demolishing it despite the PAC meeting was not held. Donna Clavaud said more information was needed; David Judd is talking to Tim Furlong, Jr. regarding the demolition; updated costs, ADA ramps, fence, new restroom doors, etc. PAC meeting will be held at April 26, 2021 to include these items in the Measure A work plan budget. Donna Clavaud said there could be other viable options to utilize the slab; a one (1) story building for TVCSD office space as the current office space is not ADA compliant.

2. Status Update of Park Use, Rentals & Signage

Dru Fallon O’Neill said PAC is not currently renting the Park; this will be addressed at the April 26, 2021 meeting. Donna Clavaud attended a Marin Parks Zoom meeting. The topic was “Reopening”. On April 15, 2021, Marin Parks will be lifting a few more restrictions for reopening parks but not for playgrounds. The Governor has indicated lifting all restrictions on June 15, 2021. Donna Clavaud said at the meeting it was determined that until June 15, 2021 there will be no rentals, no large gatherings, continue to decontaminate playground structures and restrooms. Current signage will remain as there are no clear guidelines yet, to reopen on June 15, 2021.

b. Financial Advisory Committee (FAC):

1. Review March 24, 2021 FAC Meeting Minutes

Minutes were reviewed.

2. Review Draft 2021/2022 Sewer Budget

Donna Clavaud pointed out several factors of the Draft 2021/2022 Sewer Budget; slightly increasing Secretary’s budget which has been under budget for four (4) years; recommends \$7,000 to hire a Consultant to develop a five (5) Strategic Plan and Succession Plan for the Sewer and Park; no rate changes are recommended; Jose Ortiz is working on the CIP update; O & M Contractual Services to increase 2% in January 2022.

Melinda Bell reminded the Board the Draft Sewer Budget does not include money for a General Manager’s search or a month’s salary overlap for a new General Manager. Jose Ortiz suggests updating the RFP for the General Manager’s position to post the RFP on various list-serves.

Donna Clavaud said the Public Hearing will be held in June and at the July meeting, a final vote will be held to approve the budgets. At the May 12, 2021 TVCSD meeting, the Park Measure A Work Plan and budget will be presented to the Board.

Jose Ortiz said the 2021/2022 CIP projected expenses were reduced from \$12,000 to \$3,000. These reductions of expenses were to re-rock the Plant and to grade the access road. Bill Bonini suggested this \$7,000 in savings could be redistributed in the budget to the General Manager’s search and overlap expenses.

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept the check registers and approve expenditures. Peter MacLaird seconded the motion. M/S/C

b. Financial Manager’s Report:

Financial Manager’s report was reviewed.

c. Review and Approve Financial Statements:

Peter MacLaird motioned to approve the January financial statement. Bill Bonini seconded the motion. M/S/C

VIII. General Manager's Report

a. Retirement Announcement

Jose Ortiz said he would be retiring at the end of 2021 but would be available to TVCSD as he is maintaining his Engineer's license.

b. Hiring Strategy & Timeline

Discussed above.

Jose Ortiz contacted Aspect Engineering to obtain an estimate for a technician to diagnose the SCADA issues.

Jose Ortiz will meet with Melinda Bell in regards to Levy 4.

IX. NSU Report

a. Review February 2021 reports

Reports were reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Develop RFP for 5-year Strategic Plan & Succession Process

Discussed above.

XIII. Old Business

a. TVCSD Board of Director's Liability

Melinda Bell and Donna Clavaud confirmed TVCSD Board of Director's liability is covered by Special Districts Risk Management Agency (SDRMA).

b. Park Signage Specifying Group Gathering Limits & Covid-19 Safety Protocols

Discussed above.

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:21 pm. No objections

Next TVCSD BOD Meeting, May 12, 2021, 7 pm via Zoom

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

TVCSO MISSION STATEMENT: *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescsd.ca.gov

Board of Directors:

Dru Fallon O’Neill, President ● Donna Clavaud, Vice President ● Bill Bonini ● Peter MacLaird
John Ward

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCS D PARK

DRAFT

INCOME AND EXPENSE BUDGET

FISCAL YEAR 2021-2022

SUBMITTED: MAY 12, 2021

DRAFT APPROVED:

FINAL APPROVED:

Tomales Village Community Services District

PO Vox 303 Tomales, CA 94971 606-878-2767

Date: May 12, 2021

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Park Budget for 2021-2022

OVERVIEW:

Tomales Community Park has been able to plan and accomplish major park improvements with funding from Measure A funds since 2013 when Marin voters approved a small sales tax for parks and open spaces. Prior to this 10-year funding, the Park depended on local donations, grassroots fundraising events, rental income and occasional grants to maintain the park; most improvements had to be deferred. Measure A funds have continued to offer a more predictable source of income and enable much needed improvements. This current 10-year funding cycle will end in 2022 unless voters extend the funding at the June 2022 election.

Over the past year, despite the pandemic, we have achieved the construction and completion of a new 20' diameter Gazebo to replace a small one built in 1977. We had to close the Park in March 2020 with the County-wide Stay-at-Home Order and contractors had to stop construction on the Gazebo. However, once that was lifted, we were able to complete the project in late summer.

A real challenge we faced was the re-opening of the Park with its 5 play structures and public bathrooms to meet State and County Covid restrictions. We sought guidance from Marin County Parks to identify appropriate signage and cleaning protocols to allow safe public day use. This involved hiring a cleaning janitor to disinfect bathrooms, water fountain and play structures. Measure A funds enabled us to allocate funds to re-open and to offer safe public access to residents and visitors to the Park. The public bathrooms serve visitors along Hwy 1 and are the only facility in existence between Bodega Bay and Point Reyes Station.

During the upcoming new fiscal year 2021-2022, we plan on capital projects to add 5 ADA-compliant concrete ramps into the play structures; replace a worn-out North Fence and add a small retaining wall; and build a Park entry gate with metal signage at the front entrance that faces Hwy 1. We also plan to replace worn ADA bathroom doors, add an 8' ADA picnic table, and demolish a deteriorated water tower.

We are also hoping that in 2021 we will be able to resume large gatherings and park rentals in the Park and ease covid restrictions that are currently in place.

Operating Income:

Measure A Funds:

Measure A funds (315.80) are distributed twice each year, once in July and once in January. The anticipated disbursement from Marin County for Fiscal Year 2021-2022 is \$36,474. As outlined in the Measure A Work Plan, 95% of these funds will be designated to capital projects. The remaining 5% is designated to building maintenance and supplies, utility services, landscape management and financial and project management.

With the \$72,100 carry-over of unspent prior year funds, the total allocation for expenses in this proposed budget is \$108,574 as indicated in the Measure A Work Plan.

Restricted Funds:

We are planning on building a front gate entry with signage with restricted funds of \$3,000 from the Tomales Farm & Flea Market and in-kind labor from community volunteers.

Unrestricted Funds:

The Park no longer has a tenant in the Water Tower and has lost income for a portion of the utility costs. Also, due to the pandemic, we have not been able to derive rental income from groups, and at this time, can not predict when we will be able to resume. While we are hopeful to lift restrictions in 2021, we are not including any expected funds in the new budget now.

CAPITAL EXPENSES:

ADA RAMPS: (414.81)

We plan to allocate Measure A funds of \$5,000 for engineering plans and county permit and \$10,000 for the building of the ADA concrete ramps into the already completed play structures.

REPLACEMENT NORTH FENCE & RETAINING WALL: (414.81)

The original North Fence was built in 1979 and is in serious disrepair. It is crucial for health and safety of children using the Park, which is situated on Hwy 1 and adjacent to a parking lot. We have allocated \$15,000 in Measure A funds to demolish and re-build a new 230' fence and a necessary retaining wall in a mid-section of the fence.

PARK ENTRY GATE WITH METAL SIGNAGE: (414.85)

We are planning to use restricted funds of \$3,000 from a local donation to build a front park gate and entry with over-arching metal sign for Tomales Community Park. We plan to use in-kind volunteer labor to install this project.

OTHER: (414.81)

Demolition of Water Tower: We plan to allocate \$4,800 of Measure A funds to demolish a 1979 wooden water tower that is now in disrepair.

ADA-compliant Picnic Table: We plan to purchase an 8' picnic table with Measure A funds for \$800.

Play Structure ground surface materials: We plan to use \$3,000 in Measure A funds to fill the ground surface under the play structures as a health and safety mandate.

Replacement of 2-bathroom doors: The 2-bathroom doors and ADA hinges are worn and require replacement. We have budgeted \$3,750 in Measure A funds to replace them.

MAINTENANCE EXPENSES (414.82):

This budget allows funds from Measure A of \$225 for PG&E expenses; \$2,000 for supplies and services; \$3,500 for cleaning of bathrooms; and \$300 for financial management.

RECOMMENDATIONS:

Approve the Measure A Work Plan at the May 12, 2021 Board of Director's Meeting and approve the Final Park Budget for 2021-2022 at the June 16, 2021 Board Meeting.

**Tomales Village Community Services District
2021/2022 Proposed Preliminary
Park Program Budget**

					Income	
311.00					· Interest Income	180
315.80					· Measure A Funds	36,474
320.00					· Contributions Income	200
					Total Income	36,854
					Expenses	
414.81					· Measure A Project Expenses	
					Picnic Table	800
					Bathroom Doors	3,750
					Paths and Ramps	10,000
					Fence Replacement	15,000
					Water Tower Demolition	4,800
					Engineering Plans and Permits	5,000
					Play Structure Surface Material	3,000
					Total 414.81 Measure A Project Expense	42,350
414.85					· Restricted Funding Project Expenses	
					Gate Signage	3,000
414.82					· Measure A Maintenance Expense	
					Supplies and Services	2,000
					Rest Room Cleaning	3,500
					PGE Park	225
					Financial Management	300
					Total 414.82 · Measure A Maintenance Expense	6,025
					Total Expense	51,375
					Net Ordinary Income	(14,521)
					Beginning Cash Estimated for July 1, 2021	100,857
					Estimated Ending Cash June 30, 2022	86,336



Work Plan

Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2021 to June 30, 2022

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Manager (kwright@marincounty.org), by June 1, 2021.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 497-3553 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): Tomales Village Community Services District

B. Recipient's representative and contact information: (Please print all information)

Name: Melinda Bell

Title: Financial Manager

Address: P O Box 303

City, Zip: Tomales, CA 94971

Phone: 707-878-2767

E-mail: _melinda@tomalescsd.ca.gov

C. Total estimated funds for Fiscal Year 2021-22:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2021-22. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 21-22 (i + ii).
\$ 72,100	\$36,474	\$108,574

D. Recipient's Measure A Work Plan for Fiscal Year 2021-22:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
Paths and Ramps	Construction c	Plans, permits, grading, pouring, inspection (ADA compliant)	\$15,000		\$15,000
Fence Replacement	Renovation b	Clear area, haul debris, construction of new 230 foot fence and retaining wall	\$15,000		\$15,000
Signage and Gate	Construction c	Construction of front gate entryway and over-arching metal sign using volunteer labor	\$	\$3,000	\$3,000
Water Tower Removal	Renovation b	Demolish 1979 water tower, remove debris and clear the site	\$4,800		\$4,800
Picnic Table	Construction c	Purchase and install 8 foot long ADA compliant picnic table	\$800		\$800
Play Area Surfacing	Renovation b	Replenish and enhance play area ground covering material	\$3,000		\$3,000
Rest Room Doors	Renovation b	Replace two rest room doors with ADA hinges beyond further repair	\$3,750		\$3,750
Maintenance Supplies And Services	Maintenance a	Electric power, trash pick-up, cleaning and paper supplies,. cleaning services	\$5,725		\$5,725
Financial Services	Maintenance a	bill paying and financial reporting	\$300		\$300
Estimated Total			\$48,375	\$3,000	\$51,375

****Select work or project purpose only from the following menu:**

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Fuel reduction - all types of fuelbreaks, including primary, ridgeline, etc.
- f) Flashy fuel reduction (ROW, street ends, trail heads, etc.)
- g) Natural resource protection and restoration, and invasive plant control
- h) Maintaining vehicle access
- i) Sudden Oak Death
- j) Hazard tree removal
- k) Inventory and monitoring
- l) Wildlife management monitoring
- m) Vegetation and wildlife management - Other-

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.

Melinda Bell
Signature

Financial Manager
Title

Melinda Bell
Print Name

May 12, 2021
Date

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

APRIL 29, 2021

PRESENT: Melinda Bell, Chairperson & Financial Services; Donna Clavaud, Secretary & TVCSD Board VP; John Ward, TVCSD Board Member; Jose Ortiz, General Manager.

The meeting was held via Zoom and called to order at 4pm by Melinda Bell. There was a quorum for the meeting and Donna Clavaud recorded the minutes.

AGENDA

2021-2022 Park Budget and Measure A Work Plan:

In preparing the upcoming budget and Work Plan, Donna Clavaud reported from the Park Advisory Committee's April 26 meeting about their discussion and recommendations for projects, costs and priorities. Capital projects will be pursued and include the ADA ramps, North Fence Replacement and retaining wall, and the Front Gate Entry with Signage. Other planned projects include the demolition of the deteriorated Water Tower, replacement of two ADA compliant bathroom doors, an 8' ADA picnic table, addition of ground surface material to play structure areas, and re-striping of the basketball half-court.

FAC discussed each project; we are still waiting on more updated cost estimates from various PAC members. Jose Ortiz will contact an ADA engineer about the ADA ramps, but estimates the cost for engineering plans and permit will not exceed \$5,000 and the cost of the ramps still is at \$10,000. For the Replacement North Fence, David Judd has recommended we obtain fencing materials from Berry's Sawmill to obtain quality redwood for the fence boards.

We agreed the demolition of the Water Tower needs to be included in this budget, but it is not an immediate liability. Tim Furlong Jr has offered an estimate of \$4,800 to demolish and dispose of the building, leaving the concrete foundation in place.

The 2-bathroom doors and ADA hinges are worn out and we received an estimate of \$3,750 to replace them.

50 cubic feet of surface ground chips for the play structures will cost about \$3,000.

The front gate entry with metal signage will be added to this budget from \$3,000 in funds donated by Tomales Farm & Flea Market. Donna Clavaud will consult with flea market committee to begin planning this project, which will draw on volunteer labor for the installation.

In summary, we will complete research on final cost estimates within the next week so that Melinda Bell can develop a draft Park Budget; Donna Clavaud will draft a Park Budget Narrative.

We will also finalize the Measure A Work Plan.

FAC will present a Measure A Work Plan for TVCSD Board approval at the upcoming May 12, 2021 Board Meeting. It is due at Marin County by June 1. The Park Budget will be presented for approval at the June Public Hearing.

2021-2022 Sewer Budget:

No changes were presented for the Preliminary Sewer Budget. It will be presented for approval at the June Public Hearing.

5-year Strategic and Succession Plan:

We discussed the need for a new 5-year Strategic Plan to identify TVCSD goals and objectives for both the Sewer Enterprise and the Park based on projected opportunities and constraints. We discussed issues that may affect future financials, such as a loss of Measure A funding for the Park and the need to assess future sewer rate increases and our SUSD partnership.

Donna Clavaud emphasized that by accomplishing this effort in June or July, we could then begin a search for a new General Manager with clear priorities for the District. John Ward suggested we start the search for a new General Manager soon. Others agreed that we need to review the 2015 General Manager RFP and update the proposed scope of work, so it is ready to begin a search for candidates. Donna Clavaud will begin work on a draft RFP for a strategic plan consultant.

The meeting was adjourned at 5:15pm.

Approved on:

Date:

APRIL 2021 BANK TRANSACTIONS			Type	Date	Num	Name	Memo	Amount	Balance
PARK	Checking/Savings		BEGINNING BALANCE						102,062.10
	131.48 - CA LAIF		BEGINNING BALANCE						30,986.01
		Deposit		04/30/2021			LAIF Interest	33.85	31,019.86
	Total 131.48 - CA LAIF						ENDING BALANCE		31,019.86
	131.42 - Bank of Marin - Money Market		BEGINNING BALANCE						24,978.73
		Deposit		04/30/2021			MMinterest	1.17	24,979.90
	Total 131.42 - Bank of Marin - Money Market						ENDING BALANCE		24,979.90
	131.46 - Bank of Marin - Park Account		BEGINNING BALANCE						46,097.36
		Bill Pmt -Check	04/05/2021	1314	Bohemian Creative Design	7 hours observation report		-490.00	45,607.36
		Bill Pmt -Check	04/10/2021	1315	PGE	7399820768-9 2/25 - 3/25		-25.83	45,581.53
		Bill Pmt -Check	04/12/2021	1316	Leon, Venta	Costco paper towels		-29.42	45,552.11
		Bill Pmt -Check	04/12/2021	1317	Martinez, Edgar	33 hours March 1 - 31		-660.00	44,892.11
		Bill Pmt -Check	04/17/2021	1318	Martinez, Maria	April-June		-167.10	44,725.01
		Deposit		04/30/2021			Checking interest	0.18	44,725.19
	Total 131.46 - Bank of Marin - Park Account						ENDING BALANCE	-1,372.35	44,725.19
	Total 131.00 - Cash				PARK		ENDING BALANCE	-1,372.35	100,724.95
SEWER	Checking/Savings		BEGINNING BALANCE						223,140.43
	131.20 - CA Local Agency Investm Fnd		BEGINNING BALANCE						72,300.66
		Deposit		04/30/2021			LAIF interest	78.99	72,379.65
	Total 131.20 - CA Local Agency Investm Fnd						ENDING BALANCE	78.99	72,379.65
	131.31 - Redwood Credit Union		BEGINNING BALANCE						40,744.83
		Deposit		04/30/2021			RCU interest	5.01	40,749.84
	Total 131.31 - Redwood Credit Union						ENDING BALANCE	5.01	40,749.84
	131.42 - Bank of Marin - Money Market		BEGINNING BALANCE						70,165.11
		Deposit		04/13/2021			Supplem Secur 3/21	29.76	70,194.87
		Deposit		04/15/2021			40% Teeter Advances	50,698.81	120,893.68
		Deposit		04/30/2021			MM interest	4.48	120,898.16
	Total 131.42 - Bank of Marin - Money Market						ENDING BALANCE	50,733.05	120,898.16
	131.44 - Bank of Marin - Sewer		BEGINNING BALANCE						37,153.26
		Bill Pmt -Check	04/03/2021	4923	Brelje and Race Laboratories, Inc.			-455.00	36,698.26
		Bill Pmt -Check	04/03/2021	4924	Melinda K. Bell	28 hours 2/26 to 3/29		-1,120.00	35,578.26
		Bill Pmt -Check	04/03/2021	4925	Natural Systems Utilities -CA			-4,738.00	30,840.26
		Bill Pmt -Check	04/08/2021	4926	PGE	8044736439-1 2/24-3/24		-267.74	30,572.52
		Bill Pmt -Check	04/11/2021	4927	AT&T Uverse	145835838		-112.86	30,459.66
		Bill Pmt -Check	04/12/2021	4928	Hammond, Cynthia	3/3 - 4/9 13.25 hours		-360.50	30,099.16
		Bill Pmt -Check	04/13/2021	4929	Clavaud, Donna	6 meetings less social security \$18.6		-277.05	29,822.11
		Check	04/16/2021	3 2021	Employment Developmt Dept	1st quarter Payroll EDD		-20.44	29,801.67
		Bill Pmt -Check	04/17/2021	4930	Brelje and Race Laboratories, Inc.			-304.00	29,497.67
		Bill Pmt -Check	04/20/2021	4931	AT&T	138729848		-64.20	29,433.47
		Bill Pmt -Check	04/20/2021	4932	Internal Revenue Service	94-2598864 form 941 Qtr #1 2021		-122.84	29,310.63
		Bill Pmt -Check	04/23/2021	4933	Capital One Bank	6428		-13.68	29,296.95
		Payment		04/26/2021		Tomales Regional Histry Center		81.90	29,378.85
		Deposit		04/30/2021			Checking interest	0.13	29,378.98
	Total 131.44 - Bank of Marin - Sewer						ENDING BALANCE	-7,774.28	29,378.98
	131.48 - Bank of Marin - Solar		BEGINNING BALANCE						2,776.57
		Deposit		04/30/2021			Solar interest	0.01	2,776.58
	Total 131.48 - Bank of Marin - Solar						ENDING BALANCE	0.01	2,776.58
	Total 131.00 - Cash				SEWER		ENDING BALANCE	43,042.78	266,183.21

Financial Manager's Report

The Preliminary Proposed Park Program Budget for 2021/2022 is included in this meeting's packet. A full year's Measure A revenue is expected, but funding after 2021/2022 is not yet determined. Marin County is hoping to put an extension of the sales tax on the ballot in 2022, but even that has not yet been confirmed. The expenses proposed in the budget and the Work Plan are of long standing and, now that the gazebo is completed, these needs can be addressed. This month's financial reports show that the Park has cash on hand of \$100,795 at April 30 with only two months left in this fiscal year.

The Preliminary Sewer Program Budget for 2021/2022 was included in last month's packet, and both proposed budgets will be discussed in next month's public hearings before adoption. This month's Sewer Program Budget Comparison Reports through April of this year incorporate some of the suggestions of our newest Board member. The lines have not been changed aside from a few which were renamed, but they have been rearranged.

Accounts with similar expenses are grouped together and subtotal lines have been added for the five categories, (1) Plant Administration and Maintenance, (2) Major Repairs and CIP Expenses, (3) Administrative Services, (4) Office Expense, and (5) Other Operating Expense with the subtotal line headings in the second column. The first two are grouped in sequence with a total for Plant and CIP Expenses with the subtotal line heading in the first column. The Last three are grouped and totaled as Administration and General Expense, followed by a line for Total Expense and lastly the bottom line Total Net Income.

The columns have been used to structure the subtotals and avoid multiple lines for subtotal headings as well as subtotal amounts. Account names are listed in the third column along with any account totals for which the detail is shown in the fourth column such as insurance expense and SUSD income. If the report is too confusing without headings for the subtotals as well as total lines, they can be added; this will bring the Sewer Budget Comparison Report to two pages, sharing one page with the Park report. If there is too much detail in the report, lines can be omitted. After Board review and discussion, the report structure for 2021/2022 can be finalized for the monthly reports.

As before, the Sewer Program Budget Comparison Report has a line at the end below Net Income to show the effect on cash of the net income and also the debt repayments, which are not shown in net income, but which do require cash outlay. Depreciation is shown in the column for actual year-to-date expenses, but not in the column for budget because depreciation, a non-cash expense, is not included in the budget. Board suggestions for monthly reports next fiscal year improving clarity and transparency in reporting changes in cash as well as net income would be welcome. Long-term planning must include both.

COMPARATIVE BALANCE SHEETS				Apr 30, 21	Apr 30, 20	\$ Change
ASSETS		PARK				
		131.00 · Cash				
		131.48 · CA LAIF	31,019.86	30,759.29	260.57	
		131.42 · Bank of Marin - Money Market	24,979.90	93,416.38	-68,436.48	
		131.46 · Bank of Marin - Park Account	44,725.19	52,158.48	-7,433.29	
		Total 131.00 · Cash	100,724.95	176,334.15	-75,609.20	
	Fixed Assets	PARK				
		100.20 · Land and Land Rights	132,000.00	132,000.00	0.00	
		111.00 · Park Equipment				
		Original Cost	461,790.46	314,653.66	147,136.80	
		105.00 · Depreciation	-83,916.10	-74,326.10	-9,590.00	
		Total 111.00 · Park Equipment	377,874.36	240,327.56	137,546.80	
	Total Fixed Assets		509,874.36	372,327.56	137,546.80	
TOTAL ASSETS		PARK	610,599.31	548,661.71	61,937.60	
LIABILITIES & EQUITY						
	Liabilities	PARK				
		222.00 · Accounta Payable	0.00	9,697.39	-9,697.39	
		219.00 · 219.00 - Retentions Payable	0.00	2,092.19	-2,092.19	
		Total Current Liabilities	0.00	11,789.58	-11,789.58	
	Total Liabilities		0.00	11,789.58	-11,789.58	
	Equity	PARK				
		252.50 · Investment in Capital Assets	509,874.36	372,327.56	137,546.80	
		260.00 · Unassigned Fund Balance	73,517.14	158,413.97	-84,896.83	
		Net Income	27,207.81	6,130.60	21,077.21	
	Total Equity		610,599.31	536,872.13	73,727.18	
TOTAL LIABILITIES & EQUITY		PARK	610,599.31	548,661.71	61,937.60	
ASSETS		SEWER				
		131.00 · Cash				
		131.20 · CA Local Agency Investm Fnd	72,379.65	71,771.69	607.96	
		131.31 · Redwood Credit Union	40,749.84	40,669.45	80.39	
		131.42 · Bank of Marin - Money Market	120,898.16	103,723.11	17,175.05	
		131.44 · Bank of Marin - Sewer	29,378.98	18,404.48	10,974.50	
		131.48 · Bank of Marin - Solar	2,776.58	2,776.40	0.18	
		Total 131.00 · Cash	266,183.21	237,345.13	28,838.08	
		Total Checking/Savings	266,183.21	237,345.13	28,838.08	
		137.00 · Accounts Receivable	982.80	0.00	982.80	
	Total Current Assets		267,166.01	237,345.13	29,820.88	
	Fixed Assets	SEWER				
		100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00	
		100.10 · Maps and Records	17,248.00	17,248.00	0.00	
		100.20 · Land and Land Rights	52,788.00	52,788.00	0.00	
		105.00 · Less Accumulated Depreciation	-775,267.77	-730,994.65	-44,273.12	
		110.00 · Improvement Project	939,393.31	939,393.31	0.00	
		112.00 · Solar System	269,945.21	269,945.21	0.00	
	Total Fixed Assets		1,295,772.72	1,340,045.84	-44,273.12	
		136.00 · SUSD Note Receivable	11,521.75	13,359.01	-1,837.26	
TOTAL ASSETS		SEWER	1,574,460.48	1,590,749.98	-16,289.50	
LIABILITIES & EQUITY						
	Liabilities	SEWER				
		222.00 · Accounts Payable	7.95	11,821.89	-11,813.94	
		230.00 · Fed Payroll Tax Payab	57.95	38.68	19.27	
		231.00 · CA Payroll Tax Payable	2.00	0.00	2.00	
		Total Current Liabilities	67.90	11,860.57	-11,792.67	
		Long Term Liabilities				
		211.00 · SWRCB SRF Loan	48,577.22	70,941.37	-22,364.15	
		215.00 · CREBS Bond	89,705.84	107,647.02	-17,941.18	
		Total Long Term Liabilities	138,283.06	178,588.39	-40,305.33	
	Total Liabilities		138,350.96	190,448.96	-52,098.00	
	Equity	SEWER				
		262.00 · Capital Asset Reserve	40,000.00	40,000.00	0.00	
		262.50 · Restricted Connection Fees	30,000.00	20,000.00	10,000.00	
		264.00 · Operating Reserve	51,690.75	47,627.50	4,063.25	
		265.00 · Net Assets - Unrestricted	1,254,492.13	1,266,665.91	-12,173.78	
		Net Income	59,926.64	26,007.61	33,919.03	
	Total Equity		1,436,109.52	1,400,301.02	35,808.50	
TOTAL LIABILITIES & EQUITY		SEWER	1,574,460.48	1,590,749.98	-16,289.50	

		BUDGET COMPARISON	Jul '20 - Apr 21	Budget	\$ Over Budge
			PARK		
	Income	311.00 · Interest Income	164.64	590.00	-425.36
		315.80 · Measure A Funds	36,547.49	28,186.00	8,361.49
		320.00 · Contributions Income	0.00	200.00	-200.00
		322.00 · Park Use Rental - Other	0.00	400.00	-400.00
		Total Income	36,712.13	29,376.00	7,336.13
	Expense		PARK		
		414.57 · Accounting	140.00	250.00	-110.00
		414.59 · Engineering and Design	330.00	200.00	130.00
		414.81 · Measure A Project Expenses	490.00	13,800.00	-13,310.00
		414.82 · Measure A Maintenance Expenses	1,084.08	4,400.00	-3,315.92
		414.83 · PGE Park	181.44	820.00	-638.56
		414.84 · Measure A Capital Expenditures	0.00	10,700.00	-10,700.00
		414.85 · Matching Project Funds	0.00	3,000.00	-3,000.00
		414.86 · Equipment Cleaning Services	3,050.00		3,050.00
		414.87 · Measure A Project Management	3,577.50	5,000.00	-1,422.50
		6420 · Park Trash Disposal	651.30	375.00	276.30
		Total Expense	9,504.32	38,545.00	-29,040.68
	TOTAL NET INCOME		27,207.81	-9,169.00	36,376.81

		BUDGET COMPARISON			
		SEWER	Jul '20 - Apr 21	Budget	Over Budget
Income	301.10 · Service Charges - Monthly		819.00	819.00	0.00
	301.15 · Service Charges - Annual Fees		4,422.60	1,965.60	2,457.00
	301.25 · Solar Portion - SUSD		5,992.35		5,992.35
	301.20 · Service Charges - SUSD - Other		56,968.21	62,299.00	-5,330.79
	Total 301.20 · Service Charges - SUSD		62,960.56	62,299.00	661.56
	301.35 · Solar Portion - County		5,520.00	8,280.00	-2,760.00
	301.30 · Service Charges - County - Other		106,902.48	104,042.79	2,859.69
	Total 301.30 · Service Charges - County		112,422.48	112,322.79	99.69
	Total 301.00 · Service Charges		180,624.64	177,406.39	3,218.25
	303.10 · Permit and Inspection Fees		250.00	0.00	250.00
303.00 · Connection Fees - Other		10,000.00	0.00	10,000.00	
305.00 · SUSD Sinking Fund - SWRCB		8,062.00	8,062.00	0.00	
311.00 · Interest Income		1,266.92	2,974.47	-1,707.55	
315.50 · Levy 4		9,180.65	7,848.12	1,332.53	
Total Income		209,384.21	196,290.98	13,093.23	
Expense	SEWER				
	413.00 - Grounds Maintenance		800.00	3,000.00	-2,200.00
	410.10 · Sewage Collection Electric		229.43	339.11	-109.68
	410.00 · Sewage Collection - Other		30.96	0.00	30.96
	411.05 - Lab Bills		5,048.70	7,181.00	-2,132.30
	411.10 - Maintenance Supplies		160.86	745.76	-584.90
	411.03 · Sewage Treatment Electric		1,971.86	-1,776.87	3,748.73
	411.00 · Sewage Treatment - Other		4,780.00	0.00	4,780.00
	412.10 · Sewage Disposal Electric		234.65	229.72	4.93
	412.00 · Sewage Disposal - Other		23.82	1,000.00	-976.18
414.22 · Licenses and Permits		1,736.00	1,645.00	91.00	
414.50 · O&M Contractual Services		45,771.30	44,131.00	1,640.30	
Total 410-414.22 Plant Administration and Maintenance		60,787.58	56,494.72	4,292.86	
414.724 · SCADA Programming & Integration		0.00	2,200.00	-2,200.00	
414.73 · Equipment Repairs		0.00	3,000.00	-3,000.00	
414.74 · Treatment Ponds Maintenance		1,648.00	2,500.00	-852.00	
414.76 · Collection System Maintenance		0.00	10,000.00	-10,000.00	
414.70 - Total Major Repairs and CIP Expenses		1,648.00	17,700.00	-16,052.00	
Total Plant and CIP Expenses		62,435.58	74,194.72	-11,759.14	
414.12 - Federal Payroll Tax		216.80	735.00	-518.20	
414.13 - State Unemployment Tax		95.22	310.00	-214.78	
Total 414.10 - Payroll Tax Expense		312.02	1,045.00	-732.98	
414.05 · Administrator's Fees		10,057.50	40,600.00	-30,542.50	
414.47 · Accounting/Bookkeeping		11,606.90	9,000.00	2,606.90	
414.49 · Secretary		1,650.00	3,200.00	-1,550.00	
414.465 · Board Member Stipend		650.00	3,750.00	-3,100.00	
414.467 · Board Training			1,000.00	-1,000.00	
414.85 · Staff Training			200.00	-200.00	
414.81 · Travel		81.65	440.00	-358.35	
414.551 · Legal Fees			2,500.00	-2,500.00	
414.552 · Audit		5,400.00	5,600.00	-200.00	
414.553 · Consulting			5,000.00	-5,000.00	
Total Administrative Services Expenses		29,758.07	72,335.00	-42,576.93	
414.31 · Property & Liability Insurance		10,787.49	10,788.00	-0.51	
414.33 · Worker's Comp Insurance		897.80	900.00	-2.20	
Total 414.30 · Insurance		11,685.29	11,688.00	-2.71	
414.41 · Postage and Delivery		373.00	349.00	24.00	
414.42 · Printing and Copies		0.00	100.00	-100.00	
414.43 · Office Supplies		320.83	120.00	200.83	
414.44 · Sonic - Web Hosting		79.50	82.00	-2.50	
414.45 · Equipment Expense		616.36	310.00	306.36	
414.48 · Office Rent		900.00	900.00	0.00	
414.61 · Newsletter Expense		0.00	500.00	-500.00	
414.62 · Dues and Subscriptions		1,290.00	1,275.00	15.00	
414.90 · Telephone and Internet Services		2,005.98	2,200.00	-194.02	
Total 414.40-9 · Office Expense		17,270.96	17,524.00	-253.04	
414.60 · Publication and Notices		184.50	0.00	184.50	
414.67 · Solar Lease Admin Fee		750.00	750.00	0.00	
415.50 · Depreciation Expense		36,970.77	0.00	36,970.77	
417.20 · Election Expense		0.00	0.00	0.00	
417.30 · LAFCO Charges		130.16	190.00	-59.84	
417.40 · County Teeter Admin Fee		184.00	138.00	46.00	
420.20 · Interest Expense - SRF Loan		1,773.53	1,774.00	-0.47	
Total 417.00 · Other Operating Expenses		39,992.96	2,852.00	37,140.96	
Total 414.00 · Administration and General		87,021.99	92,711.00	-5,689.01	
Total Expense		149,457.57	166,905.72	-17,448.15	
TOTAL NET INCOME	SEWER	59,926.64	29,385.26	30,541.38	
Budget Comparison Cash Outlay Including Debt Payment and No Depreciation		152,792.13	207,211.05	-54,418.92	

GENERAL MANAGER'S REPORT

MAY 12, 2021

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

Aspect Engineering Group is reviewing the history of problems that we have endured since the upgrade and other information. The plan is to have one of their technicians access the SCADA system remotely to evaluate the system hopefully take care of easy fixes. If it is necessary for the technician to go to the plant, they will schedule the work for a time when they will be in the area to work on Forestville Water District's SCADA project.

UPDATE ON THE CAPITAL IMPROVEMENT PLAN

Roy's Sewer service began the closed-circuit TV inspection of TVCSD sewer mains on Thursday morning May 6. They began at the creek crossing and worked their way north on Highway 1. For this first day, they managed to inspect 2,100 feet of sewer mains. There was a bit of confusion about what the scope of the inspections would be. We straightened it out. We will schedule the remainder of the Phase 1 inspections this month. Phase 2 which consists of sewer mains south of the creek crossing to the plant will be scheduled in July as part of next fiscal year's CIP work.

Depending on the outcome of discussions with Aspect Engineering, we may try to contract for more software programming of the SCADA system. Right now, I am thinking about having them do one day's work to see how well it goes.

Other than these projects, no other CIP projects are scheduled in this or next fiscal year.

LEVY 4 UPDATING

Melinda Bell and I worked out how we will proceed with getting recent connections on the Tax Collector's Levy 4 list.

STRATEGIC PLANNING

At the FAC meeting we discussed various constraints and opportunities that the District need to ensure are included in the scope of services for potential consultants to assist us with this effort. We will report our ideas at the regular Board meeting.



April 14, 2021

Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

Emailed To: WDR.monitoring@waterboard.ca.gov

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
March 2021

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,
NATURAL SYSTEMS UTILITIES

Brandon Jacka
Chief Plant Operator
Certified Chief Plant Operator #V 42398

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Added (gallons)	Coliform MPN/100
3/1/2021	12.4																0.0			
3/2/2021	12.4																0.0			
3/3/2021	12.4				160.0	500.0	3.5	1.1	5.6	1.2	4.4	460.0	24.0				0.0			
3/4/2021	12.4	87.0	7.9	15.2										8.7	4.5	15.1	0.0			
3/5/2021	13.3																0.0			
3/6/2021	13.3																0.0			
3/7/2021	13.3																0.0			
3/8/2021	13.3																0.0			
3/9/2021	13.3																0.0			
3/10/2021	13.3	80.0	8.3	14.8								450.0	22.0	9.0	5.0	14.6	0.0			
3/11/2021	10.9																0.0			
3/12/2021	10.9																0.0			
3/13/2021	10.9																0.0			
3/14/2021	10.9																0.0			
3/15/2021	10.9																0.0			
3/16/2021	10.9																0.0			
3/17/2021	10.9	76.0	7.9	13.8								410.0	20.0	8.8	4.5	13.5	0.0			
3/18/2021	12.4																0.0			
3/19/2021	12.4																0.0			
3/20/2021	12.4																0.0			
3/21/2021	12.4																0.0			
3/22/2021	12.4																0.0			
3/23/2021	12.4																0.0			
3/24/2021	12.4																0.0			
3/25/2021	12.4	99.0	7.6	14.6								420.0	45.0	8.7	5.0	13.3	0.0			
3/26/2021	11.2																0.0			
3/27/2021	11.2																0.0			
3/28/2021	11.2																0.0			
3/29/2021	11.2																0.0			
3/30/2021	11.2																0.0			
3/31/2021	11.2	67.0	7.8	16.2								450.0	27.0	8.4	4.5	16.2	0.0			
Max	13.3		8.3	15.2	160.0	500.0	3.5	1.1	5.6	1.2	4.4	460.0	45.0	9.0	5.0	15.1			#DIV/0!	
Min	10.9		7.6	13.8	160.0	500.0	3.5	1.1	5.6	1.2	4.4	410.0	20.0	8.7	4.5	13.3			0.0	
Mean	12.0		7.9	14.6	160.0	500.0	3.5	1.1	5.6	1.2	4.4	435.0	27.8	8.8	4.8	14.1			#DIV/0!	
Total	372.1																0.0			

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report



(707)254-1981

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Mar-21	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3																					
4	3.2	8.2	3.5	12.4	3.2	8.7	4.0	12.8	3.3	8.9	5.0	12.6	12.5	8.6	7.0	14.7	12.0	8.2	7.0	15.0	
5																					
6																					
7																					
8																					
9																					
10	3.1	8.6	4.5	12.9	3.2	8.8	4.5	13.0	3.2	9.1	6.0	13.0	12.5	8.8	7.0	14.1	12.0	8.6	7.5	14.5	
11																					
12																					
13																					
14																					
15																					
16																					
17	3.0	8.4	4.0	12.5	3.1	8.6	4.5	12.8	3.1	8.9	5.5	12.7	12.0	8.7	6.0	13.7	12.0	8.6	6.5	13.9	
18																					
19																					
20																					
21																					
22																					
23																					
24																					
25	3.2	8.1	4.5	12.8	3.3	8.4	5.5	13.0	3.3	8.9	6.0	13.1	11.5	8.5	6.5	15.2	11.5	8.2	6.0	14.1	
26																					
27																					
28																					
29																					
30																					
31	3.1	8.3	4.0	14.8	3.1	8.6	5.0	15.2	3.1	8.7	5.5	15.3	11.5	8.6	6.0	15.7	11.5	8.3	6.0	15.2	

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **March 2021**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>3/4/21</i>	<i>3/10/21</i>	<i>3/17/21</i>	<i>3/25/21</i>	<i>3/31/21</i>
Day	THUR	WED	WED	THUR	THUR
Time					
Operator	AG	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **March 2021**

2. Influent Headworks Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>3/4/21</i>	<i>3/10/21</i>	<i>3/17/21</i>	<i>3/25/21</i>	<i>3/31/21</i>
Day	THUR	WED	WED	THUR	THUR
Time					
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0	<i>0.7</i>	0.2	0.5	0
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

*** Report Yes or No and any Yes response s report immediately to supervisor or Chief Plant Operator**

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **March 2021**

2. Storage Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>3/4/21</i>	<i>3/10/21</i>	<i>3/17/21</i>	<i>3/25/21</i>	<i>3/31/21</i>
Day	THUR	WED	WED	THUR	THUR
Time					
Operator	AG	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

March 2021

2.Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	<i>3/4/21</i>	<i>3/10/21</i>	<i>3/17/21</i>	<i>3/25/21</i>	<i>3/31/21</i>
Day	THUR	WED	WED	THUR	THUR
Time					
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

3.* Any Yes response s please report immediately to supervisor

4. I certify that this report information, to the best of my knowledge is true and correct.

**TOMALES WASTEWATER TREATMENT FACILITY
STANDARD OBSERVATION REPORT
FIELD DISCHARGE AREA**

Month: March 2021

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day	3/4/21	3/10/21	3/17/21	3/25/21	3/31/21
Time	THUR	WED	WED	THUR	THUR
Operator					
Evidence of standing water	AG	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

If irrigation runoff is evident, estimate size of effected area (include sketch)

** If odors evident, note source and area affected.

TOMALES
VILLAGE



COMMUNITY
SERVICES
DISTRICT

Request for Proposal

***General Management for Community
Services District,
a California Special District***

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For more information, please refer to the TVCS D website: www.tomalescscsd.ca.gov

1 PURPOSE

The Tomales Village Community Services District (TVCS D), a California Special District, is requesting proposals from qualified and experienced firms or individuals who can provide efficient general management to the TVCS D located in Marin County for three (3) to five (5) years. This Request For Proposal (RFP) position will be completed by private contract through a transparent competitive bidding process.

The purpose of this RFP is to provide the TVCS D with the assurance that the general management of the District facility is in substantial compliance with all local, state, and federal provisions (where applicable). An important objective is to maintain a level of high quality service to the people of this services district through appropriate documentation and workflow methodology (best practices) in the most responsible and cost effective and environmentally sustainable manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contractor entity is hereinafter referred to as "Contractor."

The contract will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

2 BACKGROUND

The Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers, grants and Measure A funds. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

3 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the experience and qualifications to perform the work.
4. References.
5. Proposed fees.
6. Interviews, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.

5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from proposal due date.

4 SCOPE OF WORK

The Scope of Work is to provide full service general management of the District in accordance with all provisions within this RFP. The contract term is a three (3) to five (5) year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California entity and all subjects performing the District's general management functions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government administration and preferably non-profit.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“Non-Standard Duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage, improve and maintain existing TVCS D systems.

Describe specific activities that will support and improve the environmental sustainability of the District. Give examples of proposed initiatives that will advance the Board's strategic sustainability goals.

Procedures and tools (i.e. software and hardware) used to perform general management transactions along with all supporting documents to develop management reports for all personnel within the District structure.

Describe package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss general management issues and concerns, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required general management function, along with your fee schedule for additional services that may be required beyond the scope of the basic general management engagement (i.e. management of occasional approved CIPs). The proposal should also state that any increase in the general management fee will be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested general management duties by classification of you and/or your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Administrative personnel will produce documentation detailing monthly activities and summary reports to be included in monthly TVCS D Board packet, annual budget supporting documents (as necessary), and provide general management input and analysis into the annual report.

4.1 COMMUNICATIONS

4.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

4.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the general management of the District.

4.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

4.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the general management of the District.

4.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least monthly the Contractor will attend a Board of Directors meeting and present Board-level reports.

4.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's engineers, attorneys, sub-contractors or others engaged by the District to ensure that general management transactions are complete and accurate. Non-Schedule Work may apply where appropriate.
- Professionalism - Contractor will conduct business in the highest professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

4.2 DISTRICT GENERAL MANAGEMENT

4.2.1 CONTRACTOR'S REPRESENTATIVE

Contractor will designate a General Manager as a main point of contact to conduct the business of the Contractor. The General Manager will assume the duties and legal requirements according to Government Code Section 61000 (Community Services District Law), "61002(f) *General Manager means the highest level management appointee who is directly responsible to the Board of Directors for the implementation of the policies established by the Board of Directors.*"

4.2.2 SCOPE OF DUTIES

The General Manager, or his designee, will have responsibility for managing the Contractor's activities under these Specifications.

4.2.2.1 Office Management

- Interface with community members, conduct surveys, and assimilate relevant information; receive complaints and forward to the Board.
- As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
- Adhere to all local and state laws and advise Board on changes to said laws and address compliance issues.
- Submit regulatory reports to local and state agencies as required.

4.2.2.2 Administrative Support

- Gather backup information for ongoing Board discussions of the annual budget process.
- Adhere to TVCS D Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows TVCS D CIP protocols.
- Assist with documentation of policies; maintain historical and reference documents.

4.2.2.3 Sewer System Administration

- Oversee contract with sewer operations and maintenance contractor, insure performance standards are being met; oversee annual review of performance contract.
- Devise and maintain work order system. Maintain record book.
- Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
- Maintain maps of all sewer components and new hook-ups and annexations.
- Assure the sewer maintenance schedule is adhered to and effective at all times.
- Oversee all capital improvement projects as directed by the Board and Standing Committees.
- Coordinate Sewer Plant Tours.

4.2.2.4 Administrator Performance Monitoring

Monitoring Administrator performance will be utilized to determine the degree to which Board policies, goals and objectives are being fulfilled and will include:

- Administrator's Reports to disclose compliance information.
- External Reports from regulators, auditors and relevant agencies.
- Direct Board inspection of documents, activities and circumstances directed by Board for policy compliance.
- Annual formal evaluation of Administrator performance with criteria to be measured as set by Board.

4.2.3 NATURE OF SERVICES REQUIRED

The Administrator will have a shared responsibility with the other contracted roles to carry out TVCS D's goals, objectives and policies with the Board of Directors approval, based on contracted services financed through the district's annual operating budget as set each fiscal year. The following areas present an overview of these shared areas of responsibility:

Shared responsibility to implement assigned goals with accurate, concise and timely information and counsel needed for work of Board, committees, operators, ratepayers and affiliate agencies and memberships, including the processes imposed by the Board's governance system.

- Fiscal stability and viability to meet service obligations to ratepayers.
- Achievement of targeted annual budget.

- Identification and communication to the Board of strategic opportunities for TVCS D.
- Safety of TVCS D assets and legal status.
- Accurate, timely and inclusive information needed for successful operation of TVCS D to include performance monitoring data on operations; relevant trends, material incidents and developments, significant decisions, legal jeopardy, changes in assumptions on which Board and Operation policies have been based; and optional points of view and counsel necessary for fully informed Board choices.
- Favorable perception of TVCS D among key leaders in government and industry and stakeholders, including favorable image of the Administrator, developed by working cooperatively with TVCS D Board, Committees, and ratepayers.
- Effective mechanism for Board, Committees, Fiscal Manager, and Operator communications to include ratepayer awareness and communication of the Board.
- Enhance image of the President of the Board in the community as TVCS D leader and spokesperson.

4.2.4 LIMITATIONS FOR ADMINISTRATOR ROLE

Certain actions will be unacceptable to the Board without policy approval and specific directives, and include new business ventures, acquisitions, major partnerships, budgeting, and binding contracts.

4.2.4.1 Required Meetings

- TVCS D Board of Directors meets monthly on the second Wednesday of each month, excluding August and December.
- Annual budget meetings, as necessary.
- Audit support – interface with Board approved auditor to provide input for the annual audit, as necessary.

4.2.4.2 Description of District as Entity

- Non-profit entity. California Community Services District.

4.2.4.3 Available Manuals and Information Sources

- Minutes of the board meetings of the District
- Functional work description of Administrator
- Policies and Procedures

Details of fixed assets are maintained. The fixed assets ledger was constructed with historical information by the current contracted General Manager during prior accounting periods.

Available for Examination:

- 5 Year Strategic Plan
- Prior Audit Reports.
- Prior fiscal year financial statements and supporting documents.
- Budgets – current and prior year. Budget is maintained and is available for examination.

Staff members will be available to pull and reproduce documents. Legal counsel will be made available with prior Board approval.

Work areas will be provided by the District in close proximity with the general management records on the premises.

4.2.4.4 Reporting Requirements

Monthly reports will be addressed to the Board of Directors and will contain relevant items for Board discussion, reference, or action as described within.

- Monthly management summary reports will be required to accompany the Board packets. It should contain a discussion of general management issues, project status, and other relevant results and recommendations affecting internal control, legality of actions, other instances of non-compliance with laws, and any other material matters.
- Any reports required by regulatory agencies, local and state laws.

4.2.4.5 Time Requirements

- Proposals will be delivered to the District office according to the schedule on page 3.
- Once a contract has been signed, work may begin immediately to transition the required tasks in a progressive manner with costs to be billed to the District as the charges generated by the Contractor in accordance with the original agreement.
- Preliminary work to review accounts can begin immediately.
- The general management transition will be completed in a timely manner.

4.2.5 AVAILABILITY

The Engagement Manager will be available to consult with District staff during normal business hours.

4.3 NON-STANDARD DUTIES

This section is intended to provide a mechanism to equitably manage changes in District general management that is considered to be beyond the normal scope of work.

4.3.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with our then-current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractor's option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals "RFPs" and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor's scope and the District desires to receive multiple bids or proposals.

4.3.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

4.3.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

4.3.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the general management of new or modified projects as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified projects. Contractor shall provide estimates of these costs/services before commencing them and require approval for construction administration.

4.3.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

4.4 INSURANCE

4.4.1 CONTRACTOR’S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence.

All questions and correspondence should be directed in writing to:

Bill Bonini, Board President, Tomales Village Community Services District
P.O. Box 92, Tomales, CA 94971
Email: <mailto:wmabonini@yahoo.com>
Phone: (707) 878-2271

Contact with TVCS D personnel other than Bill Bonini, President TVCS D, regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before the stated due date.